



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**BOARD OF PLUMBING AND HVACR EXAMINERS**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF PLUMBING &amp; HVACR EXAMINERS</b>
<b>MEETING DATE AND TIME:</b>	<b>Monday, March 10, 2015 at 8:30 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon
<b>MINUTES APPROVED:</b>	April 14, 2015

**MEMBERS PRESENT**

Charles Robbins, Professional Member, President  
Harold Caswell, Professional Member, Vice President  
Frank Beebe, Professional Member  
James Anderson, Public Member  
Craig Tenaro, Professional Member  
John Mills, Professional Member  
Sheila Littleton, Public Member  
John Brady, Public Member

**MEMBERS ABSENT**

Matthew Reilly, Professional Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Latonya Brown, Administrative Specialist II

**OTHERS PRESENT**

James Permelia, NCC

**CALL TO ORDER**

Mr. Robbins called the meeting to order at 8:38 am.

**REVIEW OF MINUTES**

A motion was made by Mr. Beebe, seconded by Mr. Tenaro, to approve the February 10, 2015 minutes. The motion carried unanimously.

**NEW BUSINESS**

**Review of Examination Applications**

A motion was made by Mr. Robbins, seconded by Mr. Beebe, to approve David Bogart to take the Master HVACR Exam. The motion carried unanimously.

A motion was made by Mr. Robbins, seconded by Mr. Beebe, to approve Jamie Twaddell to take the Master Plumber Exam. The motion carried unanimously.

A motion was made by Mr. Robbins, seconded by Mr. Beebe to propose to deny the application of Dustin Clarke pending clarification of his CBC. The motion carried unanimously.

#### Ratification of Applications

A motion was made by Mr. Mills, seconded by Mr. Caswell to ratify the application of Byron Goodyear (Master HVACR Restricted). The motion carried unanimously.

#### Complaint Status

34-15-14 Open  
34-16-14 Closed

### **OTHER BUSINESS BEFORE THE BOARD**

#### By-Pass Exam

John Mills stated that he spoke to the Industrial Training Coordinator at Sussex Technical School District. Mr. Mills presented the Board with the NOCTI for testing in house and the bypass exam. NOCTI provides them, for a fee, a test and study guide at three different levels. Mr. Mills stated that our testing requirements should consist of the same thing. Mr. Mills stated that he was questioned by an applicant as to what guide of study could be used to prepare for the Delaware bypass exam. Ms. Brown will research NCC, Kent, and Sussex Counties to find out what test is being used, the content and who is administering the test. The Board wants all counties to utilize the 2015 code requirements and be consistent throughout the state.

#### Reinstatement Process

Mr. Maloney brought to the Boards attention that a "reinstatement" process may be necessary. Mr. Maloney wanted clarification on how a person who had previously been licensed, but the license expired, can reinstate or renew the license. Mr. Maloney suggested that he will draft a regulation that implements 1825(c) and present it to the Board to review at the next meeting.

### **PUBLIC COMMENT**

Mr. Davidson provided the Board with a draft of the new 2015 Delaware plumbing code/amendments for review and comment.

### **NEXT SCHEDULED MEETING**

The next board meeting will be held on April 14, 2015 at 8:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

A motion was made by Mr. Beebe seconded Mr. Caswell, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 9:41 am.

Respectfully submitted,



LaTonya BROWN  
Administrative Specialist II